

**Conneaut Valley Music Boosters
By-Laws
As of February 8, 2010**

Article I – Name and Objective

The Organization shall be known as the Conneaut Valley High School (CVHS) Music Boosters.

The objective of the organization shall be to maintain an enthusiastic interest in the music program, to lend financial and moral support to the program, and to cooperate with the director in creating a successful music program.

Article II – Membership and Meetings

The membership will consist of all parents/legal guardians of current music department students, and any interested persons.

Meetings will be held on a monthly basis on a day and time established by an annual vote of the membership at the May meeting.

Article III – Officers

PRESIDENT – The president will be the Chief Executive Officer (CEO) of the organization and will preside at all meetings; actively direct the affairs of the organization; serve as the liaison between the organization and the director, school administration and public. The president will have the authority to appoint all standing and special committees. The president is limited to holding office for two consecutive years.

VICE-PRESIDENT – The Vice-President is the principle assistant to the president in all matters of the organization and is responsible for performing the duties of the President in his/her absence. In the event of permanent absence/resignation of the President, the Vice-President will assume the President office and a new Vice-President will be elected.

SECRETARY – The Secretary is responsible for complete and accurate recording of all of the minutes/official acts of the organization; conduct any correspondence on behalf of the organization; and any other duties appropriate to the office.

TREASURER – The Treasurer is responsible for all accounts of the organization and the recordkeeping in a true and accurate manner; complete deposits and disbursements in a timely fashion; and to provide monthly financial reports of all accounts and financial matters. The treasurer is to have any and all books/records available for the annual audit by the second week of June.

Election of Officers – The nominating committee is to present a proposed slate of officers at the April monthly meeting. Election will be held at the May meeting, and they will assume office at the June meeting. It is permissible to accept nominations from the floor at the May meeting if there are unfilled positions in the slate of officers or if someone is unable to serve after nomination.

Article IV – Standing Committees

Audit – To provide for the annual audit of the Treasurer's books a committee shall be appointed of no less than 2 members. Their responsibilities must be completed by August 1st. Upon vote of the membership, a 3rd party outside auditor may serve in lieu of this committee.

Chaperones – A person is named to oversee the necessary chaperones for any/all music department trips as needed. A list will be maintained with parents/legal guardians available for chaperone duty; will assign all chaperones; will coordinate with the director on any trip and/or chaperone matters; and will have general supervision over chaperones for all events.

Executive Committee – Will be comprised of the present officers and the director, with the immediate Past President in an ex-officio capacity. Meetings may be called at the discretion of the Director and/or the President.

Nominating – Responsible to preparing a proposed slate of officers for the April meeting.

Publicity – To serve as the Department/Organization primary contact with all forms of the media; to promote and publicize any department events; and to assist in dissemination of information to the membership.

Uniforms – Responsible for fitting, issuing, maintenance and inventory control of any and all uniforms for all music ensembles. They are to coordinate with the director for any request/adjustments. The goal of this

committee is to have all units look the best possible within budgetary guidelines. They will keep the director/organization informed of any uniform replacements/additions needed as well as any requested updates or revisions.

Ways & Means (Fundraising) - To coordinate and supervise fundraising activities of the organization; to coordinate with the director on any scheduling of these activities; to coordinate in a timely fashion with the treasurer for receipts, disbursements and reports on any fundraiser as well as any documentation required for transfer with student accounts. The Chairman will ensure that the small games of chance license is reviewed and/or renewed annually by the officers.

Add new Article V:

Student Accounts - In order to aid students with costs associated with trips, jackets, equipment needs & repairs, uniform needs, etc. – the music boosters will provide a system for student accounts to hold fundraising monies. The student account will consist of a method of recordkeeping of monies held within a specific savings account under the control of the treasurer. Monies will be recorded per family unit, with monies added from specifically noted fundraisers. These monies will be accumulated during the student's entire years of active membership in the Music Dept.

Fundraisers that will benefit the student account will have any profits divided evenly between the student account and the music director's account.

Monies may be withdrawn for the purchase of the department jacket; instrument/equipment purchase, repairs and/or supplies; department sponsored trips; and/or any other expenditure as authorized by the music boosters organization. The authorization for withdrawal will be requested in writing and signed, to the Music Boosters treasurer.

Upon the graduation of any department member, monies will remain within the family unit for use by younger siblings. If the graduate is the last of the family unit, upon specific request to the Music Boosters Executive Committee, any remaining balance may be transferred to another active family account. If no request is made, any remaining balance will be transferred to the Music Boosters general account with prioritized usage for scholarships and/or summer camps.

If a student does not participate in any music ensemble for a period of 1 school year, during the second year of inactivity, the balance will be converted using the same policy as if the student had graduated.

No less than quarterly a complete listing of accounts with current balances shall be available at the music director's office. Any family is at liberty to request a current balance at any time. Upon completion of a fundraiser that benefits these accounts, a new complete listing should be provided in a timely fashion.

Article VI – Awards

To recognize those students who have dedicated themselves to multiple ensembles and/or multiple years of participation in the department the following awards are established:

Letter – A music department letter, of the standard design, will be given to those students who have completed a minimum of 2 senior high level ensembles (per Attachment A). The cost of these letters is to be provided by the organization.

Pins – Pins will be purchased to recognize those who have participated in extra-curricular ensembles (per Attachment A), served as an officer, drum major/captain and/or attained recognition by attending district or higher level ensemble events. The associated costs will be provided by the organization and given annually. If at such time, pins in the standard design, are no longer available, substitute recognition may be voted upon.

Jacket – A department jacket, of the standard design, will be available for purchase, through the department, by those students who have completed a minimum of 3 senior high level ensembles and be in at least the 9th grade. The student account monies may be utilized for this purchase.

Misc. Awards – At the discretion of the director any other awards may be authorized.

Article VII – Amendments and all other matters

Amendments may be made to these by-laws by presenting the proposed amendments at a stated meeting and appropriate vote to occur at the next stated meeting. A special meeting may be used only if the membership has had a minimum of 7 days notice of the meeting. A majority vote of members present and voting will constitute authority.

In all other matters not specifically mentioned in these By-Laws, Robert's Rules of Order shall apply.

Updated and Amended as of: February 8, 2010

Conneaut Valley Music Boosters

By-Laws – Article A

For the purposes stated in the By-Laws the following terms and definitions apply:

Senior High Ensembles

- Marching Band

- Jazz Band

- Jazz Rock (ceased as of Fall, 2009)

- Senior High Concert Band (during school hours), Fall and/or Spring

- Senior High Chorus/Choir (during school hours), Fall and/or Spring

 - For the duration of Block Scheduling, each semester will count as an ensemble. Should block scheduling be eliminated, the full year band and/or chorus will count as 1 ensemble.

Extra-Curricular Ensembles:

- Marching Band

- Jazz Band

- Jazz Rock (ceased as of Fall, 2009)

- Musical Theater Productions

Updated as of Feb. 2010